MINUTES

Southern California Intelligent Transportation System (ITS) Priority Corridor
STEERING COMMITTEE MEETING
Tuesday, January 4, 2000
San Diego Association of Governments
401 B Street Eighth Floor

Networking 9:30-10:00 AM
Regular Meeting: 10:00 – 1:00 PM

1.	10:00 a.m. (Quon/Duve)	**Welcome**	

2.	10:05 a.m. (Cobb)	**Consent Item** **Synopsis of the December 7, 1999 Regular Steering Committee Meeting**	

Bob Huddy wanted his point about the necessity to hold Caltrans and the Steering Committee harmless added to the second bullet.

Bob made a motion to approve the minutes as corrected. Jim Higbee seconded the motion

3.	10:10 a.m. (All)	**Election of Chair and Vice-Chair**	

John Duve was elected as Chair of the Steering Committee. Tom West was elected as Vice Chair
Comments: Several committee members suggested that they would like to elect a second vice chair position. There was some discussion about reestablishing an Executive Committee. At the February meeting, we will vote whether or not to elect a second vice-chair.

4.	10:25 a.m. (Quon)	**Showcase Project Director Status** Frank Quon will give an update on the status of appointing the Showcase Project Director.	

Caltrans Headquarters Personnel should be able to complete the necessary paperwork to be able to appoint the selected candidate to the Showcase Director position early next week. Frank Quon and Tom West have been discussing the staff for the Showcase Project Director. Report will be submitted to the Committee in February regarding the status of staff selection.

5	10:30 a.m. (See below)	**Updates of Regional Team and Subcommittee Activities**	

- **Inland Empire Regional Team Report:** Diana Barich
  At the December meeting the consultant stated there were some problems on the Fontana/Ontario ATIS project but they would identify and resolve the issues.

- **Los Angeles/Ventura Regional Team: Report:** Pat Perovich
  The December meeting was cancelled. The next meeting is scheduled for January 19.
  The draft user Needs Assessment document was distributed for review and comment by December 31. The final document is scheduled for distribution at January's meeting.
  A Business Framework subgroup meeting was held in December. Members include: Caltrans, SCAG, LA City, LA County, and MTA. A summary of the discussion and the consensus points was prepared and is available through MTA. Development of the strategic direction is ongoing and we are moving towards development of business models. Outreach brochures were completed and printed by MTA. Outreach workshops- in December, a workshop was held with the local transit system subcommittee. Two additional workshops scheduled for completion in January.

  IMAJINE Status: The draft High Level design document was distributed to the project partners for review and comment. Work is ongoing on the Detailed Design document and the Implementation Phasing Plan. Working with MTA on contract extension, as we are still awaiting completion of the transit database conversion. The December status meeting was cancelled; the January meeting date, originally scheduled for Jan 17 (holiday), is to be determined.

- **Orange County Regional Team Report:** Dean Delgado
  The Corridor -wide ATIS project pre-bid conference was held on December 3..The due date of the proposals has been changed from January 17 to January 18 due to January 17 being a holiday.
  ATIS subcommittee meeting on December 16 was devoted to revising the Scope of Work in order to address ISSC's concerns that we are trying to build a new network or system. Almost all of the changes proposed were rejected and the Scope of Work contained only a few revisions. This revised Scope of Work was sent to the vendors who participated in the December 3 pre-bid conference along with the notification of the date change for submitting their proposals. There will not be another subcommittee until February.

- **San Diego Regional Team Report:** Ross Cather
  TMC plan to use existing hardware and find other resources to begin on schedule.

- **Outreach Subcommittee**: Michelle Fell
  The Outreach Subcommittee did not meet in December. The Priority Corridor Outreach Consultant prepared a second draft of the media kit version of the Action Summary for consideration by the Subcommittee, however the decision was to hold off making a recommendation until the full Action Summary revisions were completed and approved by the Steering Committee. Once that is complete, the consultant will prepare revised text, graphics and layout for the Outreach Subcommittee's review. This review is expected during mid-late January. The next Outreach Teleconference is Friday, January 21, 2000 from 10:00 a.m.-12:00 p.m. Please contact Michele Fell at (949) 756- 4928 for further information.

  CVO Subcommittee: Michael Morgan
  San Diego ATIS RFBP should go out at the end of January/first part of February.
  CVO Subcommittee will be on Jan 18 SANDAG – 10:30 AM – agenda will be sent via email to members
  Discussed overview of the CVO element

- **Evaluation Subcommittee**: Pam Marston

Booz-Allen is starting the TravelTip & IMAJINE evaluations

- **Technical Advisory Subcommittee:** Tom West
  Working with Ali & vendor. Kernel 0.3 through- put issue with recommended alternatives will be discussed at a
   meeting in late January

- **System Integration Report:** Ali Zaghari
   Randy Woolley - December 8 was a kickoff meeting for the Systems Integration Project now called Corridor-
   wide Strategic Planning Project. The contractor and the Project Managers of the five projects: Scoping and
   Design, IMAJINE, TravelTip, InterCAD, and Mission Valley ATIS were invited to attend. Consultant has
   started populating the database with Kernel V0.3 requirements.

- **Transit Working Group:** Bob Huddy
   Held a meeting in December. Orbil presentation – bus transit
   John Duve provided a handout on the ITS Transit course to be held in San Diego on February 17 & 18
   at SANDAG.

6.	10:50 a.m.	**Showcase Reports**	
	10:50 a.m. (Zaghari)	**6.1 Status of Projects** (Handouts) Ali will bring the Committee up to date on the status of the various Showcase projects scheduled and underway.	
	11:00 a.m. (Zaghari)	**6.2 Phase III:** Ali and Odetics will give updates on Phase III activities.	
	11:30 a.m. (Marston/Huddy)	**6.3 Software Rights** A copy of the software rights language that is part of the Phase III contract will be provided. A status report on the issue of software rights among the Committee members will also be presented.	
	11:40 a.m. (Zaghari)	**6.4 An Examination Of Reserves** This is to give the Steering Committee a report on any reserves there might be in resources and potential applications of those funds.	
	11:50 a.m. (All)	**6.5 Other** This is an opportunity to discuss other Showcase elements of interest to the Committee and to follow up on previous direction.	**ACTION: Receive and File.**

Ali distributed the Fact sheets. Pam requested that the cover sheet be revised to two pages and the font
size be changed. Acceptance Test was successful – few failures. Consultants working alternative
solutions/recommendations to solve the through-put issue. Jim Kerr gave a presentation of status of the .3
Kernel.

Focus group will present Showcase background and technical information to ISSC before the February 1,
Steering Committee meeting.

Examination of Reserves
Bob Huddy stated that $350,000 from various projects should be available . We need to reeveluate each project to determine if the money can be spent to enhance the project or if it can be re-assigned to other projects. Additional Needs/Plan – need to identify system online- small reserve/time

Other
Pam put in a grant request for $50,000 to develop a "How to Join the Showcase Network" handbook. Although not required, Pam has requested match funding. Pam will hopefully get approval next month for the grant. Vicki said that her corridor-wide contract also calls for a handbook/blueprint on joining the network and that she could work with Pam. John suggested preparing a plan to get additional funds.

Software Rights
SANDAG will transfer software rights to the Steering Committee. SANDAG would agree to a holding pot concept, new depository – until the new arrangement can be determined. Pam wants to review the software rights provisions in all contracts that have been executed. This will be an agenda item for the February meeting.

| 7. | 12:00 p.m.
(Smith) | **Corridor-wide Strategic Guide**
Business Plan/Action Plan

The Action Summary will be distributed at this meeting (no approval being requested at this time).

George is asking the Steering Committee to appoint a Task Force to work with him and Jeff Spencer to prepare the final Strategic Deployment Guide.

George will also be asking the Steering Committee to set the Steering Committee Meeting on April 4 for approval of the Action Summary and Strategic Guide. | |

George distributed the Action Summary to the Steering Committee members. A staff report accompanied the Action Summary. The Steering Committee was asked to approve the Action Summary at the February meeting.

The Strategic Guide will be distributed during March. George has requested comments be sent to he or Jeff prior to April 4. He asked that a task force be appointed to work on the Strategic Guide so the final document can be distributed in March for approval at the April meeting. John Duve nominated Bob Huddy to chair the Task Force

The Outreach Consultant, Jeff Adler, will use the approved Action Summary to prepare an condensed version with a nice cover and appropriate graphics to be used for outreach purposes.

| 8. | 12:15 p.m. (Quon/Thai) | **Chairman's Report**
• Caltrans Internal Audit
• John Thai will present a copy of the letter he is drafting that will be sent to Caltrans regarding ISSC and DOIT. | |

Draft letter will be prepared end of this month (January) and sent to the Director regarding .

Key points raised during discussion of draft letter:

- Tom West stated that ISSC lacks understanding of these projects.

- Some internal meetings were scheduled to address some of the issues. Ali Zaghari discussed the technical package presented to ISSC. ISSC has some difficulty of understanding.

- Gilbert Tafoya of ISSC, will make a presentation of ISSC's capabilities to the Steering Committee at the February meeting.

- Tom West provided Gilbert with some information and will setup a meeting in February to discuss the issues.

- Bob-stated that these projects involve contractual issues. The deliverable sites have been previously approved by Caltrans.

- John Duve and Tom West will review and clarify some issues prior to meeting in February.

- Pam stated that ISSC is an internal (Caltrans) Office. The Steering Committee needs to request action. The decision from ISSC is unacceptable to the Steering Committee.

- Tom hopes that this will resolve and regulate some of issues/projects and clear the two (2) projects .

- John had concerns about whether the Districts' offices will allow the kernel hardware/software in the TMCs.

- We need authorization to accept the equipment in the offices.

- We have contracts that can be affected by impacts/major delays.

- John- restructure the letter and ask the director for his assistance in these projects

- Frank minimize the impact to make the project successful

- Letter- draft- Members should email any comments to John Duve.

The next meeting scheduled for February 1, the new location will be the Caltrans District 7 office.
WAN presentation by ISSC is scheduled for the Feb 1 meeting.

9.	12:30 p.m. (All)	**Public Comment**	

June/July meeting locations were changed (schedule)
List of locations (map) will be provided with the agendas.

10.	12:45 p.m. (Quon)	**Approve Next Regular Meeting February 1, 2000 at Caltrans District 7 office in Los Angeles.**	ACTION: Approve.
	1:00 p.m. (Quon)	**Adjourn**	